

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 00-009

TO: District Superintendents, Charter Schools, Business Managers, Attendance Personnel, Transportation Personnel and SDER Personnel

FROM: Lyle Friesen, School Finance Director
Julie Vasquez, School Finance Data Manager
Rose Whelihan, Charter School Data Manager

DATE: September 20, 1999

SUBJECT: **School Finance Data Collection Training Workshops**

District and charter school personnel who report data are invited to attend one of School Finance Data Collection Training Workshops. The following systems will be covered:

- Membership/Absence (ADM)
- Special Education Census
- Limited English Proficiency (LEP)
- October 1 Enrollment
- Year End Enrollment
- Graduation Rate Study
- School District Employees Report (SDER)
- Transportation Route Report, Bus Inventory, Comparative Miles Report

We have enclosed a list of Workshop Sites, Training Agenda and Training Workshop Registration. **PLEASE MAKE SURE THAT INDIVIDUALS WHO REPORT ANY OF THE ABOVE-MENTIONED SYSTEMS TO THE DEPARTMENT OF EDUCATION, SCHOOL FINANCE ARE NOTIFIED OF THESE WORKSHOPS.**

If you have any questions or need additional information, please contact Julie Vasquez at (602) 542-8239 or Rose Whelihan at (602) 542-8240.